



Sponsorship Training Packet

USAREUR



“TAKING CARE OF SOLDIERS”



NOTE: This USAREUR Training Packet meets minimum standardized training requirements; your training may be augmented to meet unique needs of your community.



Sponsorship Training Packet



OUTLINE

- USAREUR Slogan
- References
- ACS Resources
- Program Objectives
- Types of Sponsorship
- Selection and Appointment of Sponsor....
- Individuals Excluded from being a Sponsor....
- Unit Commander's Responsibilities
- Sponsor's Duties & Responsibilities
- Evaluation
- Recognition



REMEMBER

**“YOU NEVER GET
A SECOND CHANCE
TO MAKE A
GREAT FIRST IMPRESSION !!”**



REFERENCES

- AR 600-8-8 (Total Army Sponsorship)
- UR 600-8-8 (USAREUR Sponsorship Program)
- UR Pam 600-8-8 (How to be a Good Sponsor)
- USAREUR Command Policy Letter 13



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Army Community Service Resources

- Relocation Assistance Program (RAP)
 - SITES
 - Lending Closet
- Information & Referral
- Family Advocacy Program (FAP)
- Consumer Affairs Financial Assistance Program (CAFAP)
- Employment Assistance Program (EAP)
- Volunteer
- *Army Emergency Relief (AER)*



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Program Objectives:

- Assist soldiers, civilian employees, and families during their reassignment process.
- Assist families geographically separated from the soldier or civilian employee sponsor because of duty requirements.
- Improve unit or organizational cohesion and readiness.
- Support the Army's personnel life-cycle function of sustainment.



TYPES OF SPONSORSHIP

- Advance Arrival
- Reactionary
- Rear Detachment
- Out Sponsorship



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ADVANCE ARRIVAL...

- Sponsor requests and is assigned a sponsor prior to arrival.



Reactionary Sponsorship

- This occurs when a soldier arrives in country or community without a advance sponsor.

Rear Detachment Sponsorship

- Continuation of normal sponsorship procedure during unit deployment
- Support provided to families during absence of sponsor.



Out-Sponsorship

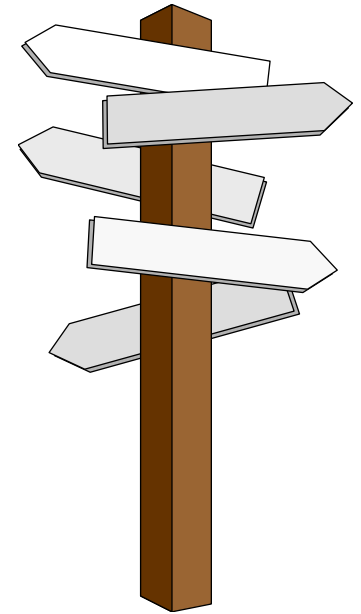
- Assistance provided to soldier in clearing a post or installation - usually involves transportation.





Selection and Appointment of Sponsor

- Of equal or higher in grade than that of the person being sponsored.
- Of a similar MOS and background.
- Of the same marital status and family configuration.





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Individuals Excluded From Being a Sponsor

- Due to PCS within the next 90 days.
- Being replaced by the incoming soldier
- New to the duty station.
- Undergoing administrative separation



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Unit Commanders' Responsibilities

- Appoint a sponsor on orders.
- Ensure sponsor is trained on his/her responsibilities.
- Ensure sponsor mails initial letter to the incoming soldier.
- Maintain a pool of trained reactionary sponsors.
- **SUPPORT, MONITOR, ENFORCE** the program at a unit level.



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Unit Commanders' Responsibilities (cont'd)

- Recognize good sponsors.
- Provide written feedback to sponsors on how well they accomplish their sponsorship responsibilities.
- Provide out-sponsorship support when requested by departing soldiers.
- Provide the sponsor with UR Pam 600-8-8
(How to be a Good Sponsor)



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Sponsor's Duties & Responsibilities PRIOR TO ARRIVAL

- Check the sponsorship form for special needs requests and be prepared to answer them.
- Send an initial contact letter and a welcome packet.
- Inform the command of changes in incoming soldier's status.
- Arrange time off from duty to assist the sponsored soldier.
- Arrange temporary lodging for the sponsored soldier and family, if requested.



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Sponsor's Duties & Responsibilities UPON ARRIVAL

- Personally meet the soldier and family upon arrival. (*Preferred location Community Central Processing Facility*)
- Provide transportation to temporary lodging if requested.
- Arrange for the first meal(s) at the new duty station.
- Escort the soldier to In-processing.



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Sponsor's Duties & Responsibilities UPON ARRIVAL (cont'd)

- Escort the soldier to the locations listed on the In-processing checklist.
- Acquaint the soldier and family to facilities that apply to their situation: school system, child care, Exceptional Family Member Program.
- Orient the soldier to the unit and the mission.



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Sponsor's Duties & Responsibilities UPON ARRIVAL (cont'd)

- Assist the soldier in locating permanent housing.
- Assist in registration of POV and obtaining a USAREUR driver's license.
- Familiarizing with the local area: ACS, BX/PX, commissary, hospital, dining facilities, banks, thrift store, schools.

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EVALUATION

- AE Form 7274 (*Soldier will turn-in form before completing ITC*)





RECOGNITION



- Unit
 - 3 or 4 day passes
 - Certificates
 - Coins
 - Letters of Appreciation
 - Public recognition
 - Sponsor of the Quarter/Year